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Report for Week Ending 4 January 1956
from
RECORDS DISPOSITION BRANCH

Project 5-32 - Office of Research and Reports

No change from previous report. Project is 99% complete. [REDACTED] 25X1A9a

Project 5-70 - Office of Training [REDACTED] 25X1A9a

The draft copy of records control schedule is being coordinated with the Area Records Officer. Project is continuing and is 79% complete.

An additional 20 records storage boxes have been requested from the Records Center for the transfer of assessment records from the A&E Staff to the Center.

Project 5-77 - Office of Current Intelligence [REDACTED] 25X1A9a

Form 115, "Request for Authority to Dispose of Records" has been prepared, coordinated with Security Office, and forwarded to National Archives and Congress. The request covers 42 separate series of records for which legal authority for destruction is necessary. In addition, archival appraisal of 238 items was made by this Staff from the Agency point of view and authority given to the Office for destruction or retirement.

Project 6-11 - Office of Personnel - [REDACTED] 25X1A9a

2050 cubic feet of records have been inventoried, appraised and incorporated in preliminary records control schedules consisting of 254 items. Project is 33% complete.

Project 6-12 - Office of Scientific Intelligence [REDACTED] 25X1A9a

No change from previous report. Project is 99% complete.

Project 6-15 - DD/I - [REDACTED] 25X1A9a

A meeting has been scheduled with Mrs. [REDACTED] who had been on leave, to discuss the DD/I records schedule with her and to reconcile whatever difference her Staff members may have. A file system has been installed for Mr. [REDACTED] who wished to begin the new year with an orderly set of files. Project is 81% complete. 25X1A9a

General Information 25X1A8a

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Mr. [REDACTED] of [REDACTED] has requested assistance in disposing of records in accordance with the Records Control Schedule covering that Staff. This will

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be the initial implementation of the schedule by that Staff. In view of an impending visit by the Inspector General, Mr. [REDACTED] suggested that 25X1A9a no action be taken until after the IG visit.

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[REDACTED]

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